

To:  
Dental Hygienists  
Dentists  
HMOs and Other  
Managed Care  
Programs

## Dental Hygienists May Become Medicaid Certified

Effective September 1, 2006, dental hygienists with at least two years or 3,200 hours of active practice experience may be separately certified by Wisconsin Medicaid.

Effective September 1, 2006, dental hygienists with at least two years or 3,200 hours of active practice experience may be separately certified by Wisconsin Medicaid, according to HFS 105.01(5m) and 105.06(2), Wis. Admin. Code.

*Note:* Medicaid certification for dental hygienists is optional. Dental hygienists who operate under a Medicaid-certified dentist's written or oral prescription may continue to provide services under that dentist's Medicaid billing provider number, as they currently do, without becoming individually certified.

### Certification Requirements

To be separately certified by Wisconsin Medicaid, dental hygienists are required to meet *all* of the following requirements:

- Be licensed to practice dental hygiene pursuant to s. 447.04(2), Wis. Stats.
- Have at least two years or 3,200 hours of active practice experience as a licensed dental hygienist.
- Operate within the scope of dental hygiene as defined under ss. 447.01(3) and 447.06, Wis. Stats.

Dental hygienists who would like to obtain Medicaid certification may complete the Dental Certification Packet that includes the Declaration of Active Practice Experience form, HCF 11165 (08/06). Providers may obtain the Dental Certification Packet from the Provider section of the Medicaid Web site.

Within the Dental Certification Packet, providers should indicate "dental hygienist" on page 4 of the Provider Application, HCF 11003 (Rev. 07/04), for the specialty under "Dentist."

Providers without Internet access may request a certification packet(s) by doing one of the following:

- Contacting Provider Services at (800) 947-9627 or (608) 221-9883.
- Sending a request in writing to:

Wisconsin Medicaid  
Provider Maintenance  
6406 Bridge Rd  
Madison WI 53784-0006

### Practice Settings

For a dental hygienist employed or contracted by a public health entity, the presence, authorization, or prescription of a dentist *is not* required to provide dental hygiene or perform remediable procedures (i.e., prophylaxis, topical application of fluoride, and sealants). Public health entities are described in

The *Wisconsin Medicaid and BadgerCare Update* is the first source of program policy and billing information for providers.

Although the *Update* refers to Medicaid recipients, all information applies to BadgerCare recipients also.

Wisconsin Medicaid and BadgerCare are administered by the Division of Health Care Financing, Wisconsin Department of Health and Family Services, P.O. Box 309, Madison, WI 53701-0309.

For questions, call Provider Services at (800) 947-9627 or (608) 221-9883 or visit our Web site at [dhfs.wisconsin.gov/medicaid/](http://dhfs.wisconsin.gov/medicaid/).

PHC 1250

ss. 447.06(2)(a)2, 447.06(2)(a)3, or 447.06(2)(a)5, Wis. Stats. as:

- A school board of a public school or a governing body of a private school.
- A school for the education of dentists or dental hygienists.
- A local health department, as defined in s. 250.01(4), Wis. Stats.

Sections 447.06(2)(b) and 447.06(2)(c), Wis. Stats. specify requirements for when a dentist's presence, authorization, or prescription is required for a hygienist employed or contracted with any other entity. Other entities include the following:

- Dental offices.
- Facilities (e.g., a hospital or hospice).
- Charitable institutions.
- Non-profit home health care agencies.
- Non-profit dental care programs serving primarily indigent, economically disadvantaged, or migrant worker populations.

Providers are reminded that dental hygienists operating in any setting who meet the certification criteria are eligible for Medicaid certification.

### **Medicaid Requirements for Dental Hygienists Employed or Contracted by a Public Health Entity**

Medicaid-certified dental hygienists employed or contracted by one of the previously listed public health entities are required to do the following to receive Medicaid reimbursement:

- Notify the contract agency for the Wisconsin Seal-A-Smile Dental Sealant program before providing services at a sealant clinic.
- Maintain additional documentation when providing sealants.

### ***Notification Before Providing Services at a Sealant Clinic***

Dental hygienists employed or contracted by a public health entity are required to submit the date(s) of sealant clinic programs to the contract agency for the Wisconsin Seal-A-Smile Dental Sealant program at least 20 days before each program date.

The current contract agency is Children's Health Alliance of Wisconsin at <http://www.chawisconsin.org/oralHealthSealASmileProgram.htm>. Dental hygienists may contact Children's Health Alliance of Wisconsin by calling (414) 390-2193 or by sending an e-mail to [mcrespin@chw.org](mailto:mcrespin@chw.org). Information may be sent to the following address:

Children's Health Alliance of Wisconsin  
Project Manager – Oral Health  
1533 N RiverCenter Dr  
Milwaukee WI 53212-3913  
FAX: (414) 390-2190

Dental hygienists employed or contracted by a public health entity are required to submit the date(s) of sealant clinic programs to the contract agency for the Wisconsin Seal-A-Smile Dental Sealant program at least 20 days before each program date.

The contract agency is required to post the program date(s), including changes to the dates, on an Internet site. If a dental hygienist provides a list of clinic dates when he or she will provide services during a given year, the 20-day notice requirement for each clinic is waived. The contract agency may request additional contact information from dental hygienists. Dental hygienists are encouraged to work with dentists, when available, to assist with these clinics.

### ***Documentation Requirements***

Dental hygienists *and* the public health entities for which they work are required to maintain written documentation of all the following:

- The relationship between the dental hygienist and the public health entity.
- Any referral of a recipient who has a condition that cannot be treated within the dental hygienist's scope of practice to any

entity that is under the supervision of a licensed dentist (e.g., private dental practice or a federally qualified health center that provides dental services).

- Any consultations made with a licensed dentist.
- Notifications made to the contract agency, as stated previously.

Medicaid providers are required to prepare and maintain truthful, accurate, complete, legible, and concise medical documentation and financial records according to HFS 106.02(9)(a), Wis. Admin. Code. This applies to *all* claims submitted to Wisconsin Medicaid. ***A dated clinician's signature must be included in all medical notes for all services performed.*** Refer to the Certification and Ongoing Responsibilities section of the All-Provider Handbook for more information about documentation requirements.

### Allowable Services

Dental hygienists may only be reimbursed for the following procedure codes:

- D1110 (Prophylaxis; adult).
- D1120 (Prophylaxis; child).
- D1201 (Topical application of fluoride [including prophylaxis]; child).
- D1203 (Topical application of fluoride [prophylaxis not included]; child).
- D1204 (Topical application of fluoride [prophylaxis not included]; adult).
- D1205 (Topical application of fluoride [including prophylaxis]; adult).
- D1351 (Sealant - per tooth).

Providers should refer to the August 2006 *Wisconsin Medicaid and BadgerCare Update* (2006-73), titled “Changes to Dental Prior Authorization Requirements and Coverage” for a list of limitations to these services. The current maximum allowable fee

schedule for dental services can be found on the Medicaid Web site at [dhfs.wisconsin.gov/medicaid4/maxfees/maxfee.htm](http://dhfs.wisconsin.gov/medicaid4/maxfees/maxfee.htm).

### Claims Submission

Medicaid-certified dental hygienists may submit paper claims on either the ADA 2000 or 2002 claim form. Refer to the March 2004 *Update* (2004-19), titled “Wisconsin Medicaid accepting ADA 2002 and 2000 claim forms” for more information. Providers are encouraged to submit electronic claims. Providers may obtain more information about electronic claims submission from the following sources:

- The Claims Submission section of the All-Provider Handbook.
- The Electronic Data Interchange (EDI) section of the Medicaid Web site.
- The Division of Health Care Financing EDI Helpdesk by telephone at (608) 221-9036 or by e-mail at [wiedi@dhfs.state.wi.us](mailto:wiedi@dhfs.state.wi.us).
- Provider Services at (800) 947-9627 or (608) 221-9883.

### Information Regarding Medicaid HMOs

Services performed by a Medicaid-certified dental hygienist are considered dental services for the purposes of Medicaid HMO coverage. This *Update* contains Medicaid fee-for-service policy and applies to providers of services to recipients who receive their dental benefits on a fee-for-service basis. For Medicaid HMO or managed care policy, contact the appropriate managed care organization. Wisconsin Medicaid HMOs are required to provide at least the same benefits as those provided under fee-for-service arrangements.

The current maximum allowable fee schedule for dental services can be found on the Medicaid Web site at [dhfs.wisconsin.gov/medicaid4/maxfees/maxfee.htm](http://dhfs.wisconsin.gov/medicaid4/maxfees/maxfee.htm).